



EVERYBEAT

PROTECTING LIFE - ONE BEAT AT A TIME

Automatic External Defibrillator (AED) Compliance Checklist 2026

1. AED Ownership & Registration

- AED is **registered with local EMS** (required in most states).
- AED location is **reported to 911 dispatch** if required by state law.
- AED serial number, model, and placement are documented.
- AED is included in the facility's **Emergency Action Plan (EAP)**.

2. AED Placement & Accessibility

- AED is placed in a **visible, unlocked, and unobstructed** location.
- AED is reachable within **3 minutes** from any point in the facility (industry standard).
- AED cabinet signage meets **ANSI Z535** visibility standards.
- AED is mounted at an accessible height (typically **48 inches** max for ADA reach).
- Lighting and pathways to the AED are clear.

3. Monthly AED Readiness Checks (OSHA-Aligned)

OSHA does not mandate AEDs, but **requires that any provided equipment be maintained in a safe, operable condition.**

Monthly checks must confirm:

- Status indicator shows **READY** (green check, OK symbol, etc.).
- No visible damage to the AED or cabinet.
- Battery is installed and not expired.
- Adult pads are present and not expired.
- Pediatric pads (if applicable) are present and not expired.
- Rescue kit is complete (CPR mask, scissors, razor, gloves, towel).
- Cabinet alarm (if present) functions properly.
- Inspection tag or digital log is updated.

4. Pad & Battery Lifecycle Compliance

- Adult pads replaced before expiration.
- Pediatric pads replaced before expiration.
- Battery replaced before expiration or after use.
- Facility maintains a **replacement schedule** for all consumables.
- Expiration dates are logged in a tracking system (required in many states).

5. Post-Use Requirements

After any AED use:

- Pads and battery replaced (even if not fully discharged).
- AED event data downloaded (required in many states).
- Event report submitted to EMS or state agency if required.
- AED cleaned and returned to service.

- Incident documented in the facility's EAP records.

6. Training & Response Team Requirements

State laws vary, but most require:

- At least one trained responder on-site during business hours.
- Training must follow **AHA, ARC, or equivalent** curriculum.
- Training renewed every **2 years** (CPR/AED certification cycle).
- Staff know AED location and emergency procedures.
- Drills conducted annually (recommended, required in some states).

7. EMS Integration & State Law Requirements

Most states require:

- AED registration with local EMS.
- Notification to EMS when AED is installed or relocated.
- Maintenance logs available for inspection.
- Good Samaritan protections apply only if AED is properly maintained.
- Some states require **medical oversight** or **physician sign-off**.

State-specific items to verify:

- ✓ Registration requirements
- ✓ Post-use reporting
- ✓ Required training frequency
- ✓ Required signage
- ✓ Required maintenance intervals
- ✓ Mandated AED locations (schools, gyms, government buildings, etc.)

8. Documentation & Recordkeeping

Maintain the following:

- Monthly inspection logs
- Pad & battery expiration log
- Training records
- AED registration confirmation
- Post-use event reports
- Service or maintenance records
- Emergency Action Plan (EAP) including AED procedures

9. Physical AED & Accessory Requirements

- FDA-approved AED model (all major brands qualify).
- AED has up-to-date software/firmware.



- AED includes both adult and pediatric capability (pads or key).
- AED cabinet includes alarm (recommended, required in some states).
- AED signage visible from 180° view.
- Spare pads available (recommended for high-traffic facilities).

10. Annual Compliance Review

Once per year:

- Review state AED laws for updates (many states update annually).
- Verify EMS registration is current.
- Audit expiration dates for next 12 months.
- Conduct a full AED functionality test (brand-specific).
- Review and update the Emergency Action Plan.
- Confirm trained responders are current on certification.